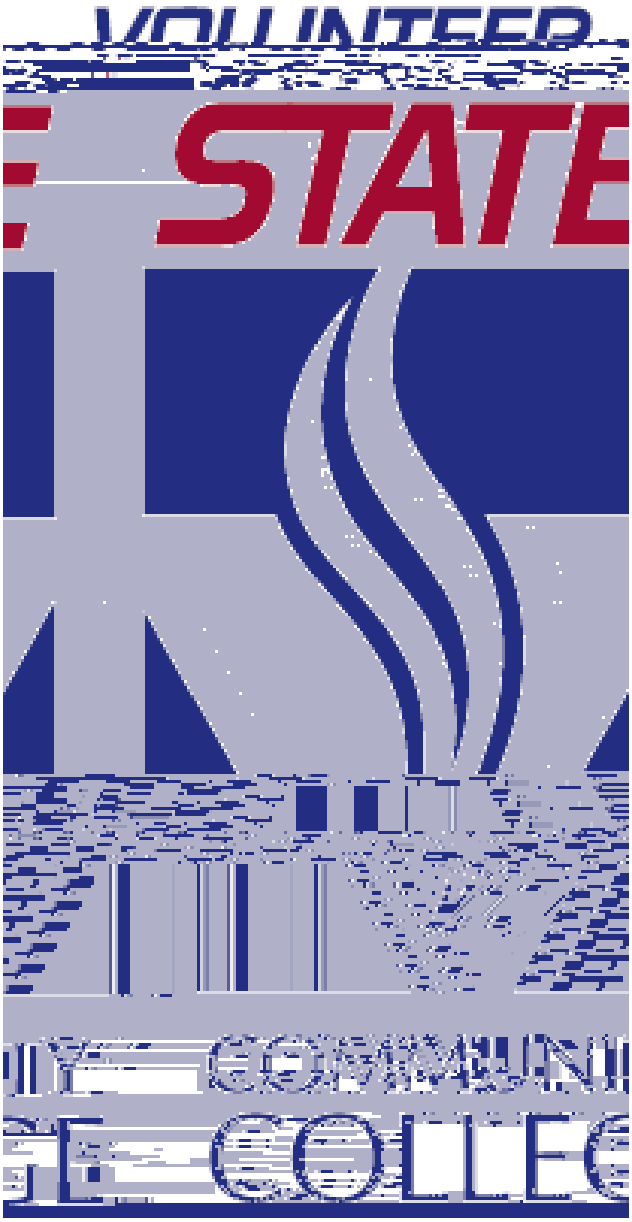
Volunteer State Community College
2023-2024
Student Handbook



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GENERAL INFORMATION

Welcome to Volunteer State Community College! We work toward the goal of making your educational and extracurricular experience with us something that is truly unique. One of your many responsibilities as a stude is to be informed and to use the information that you gain to enhance your experience and broaden your knowledge. The faculty and staff are here to provide you with the highest academic quality and the innovative and creative programming possible. Please take time to read the VSCC Student Handbook. You w find pertinent information about the college, our services, and programs as well as safety tips, important policies, and contact information for specific offices. Should you have any questions please feel free to contact the Off of the Vice President for Student Services via email or by calling 615-230-3441. Have a great semester!
Emily C. Short
Vice President for Student Services

Volunteer State Community College Safe Community Pledge

Volunteer State Community College believes strongly in the concept of education as a method for encouraging and maintaining a supportive and safe community. Each student, faculty and staff member plays an integral part in supporting core principles to mitigate the spread of infectious diseases such as COVID-19. While the institution can do its part in minimizing risk on campus, everyone must do their part to support efforts to minimize exposure and spread to peers and colleagues. By engaging in the on-campus community of the college, you recognize all the risks related to exposure to COVID-19. Students, faculty, and staff can help keep our community healthy by being mindful of their actions and following the institutional/public health and safety protocols. As such, we ask everyone to pledge to take responsibility for your own health and help stop the spread of COVID-19 by agreeing to the pledge.

Here's what you need to know:

The Pioneer Pledge is our community’s promise to protect ourselves and one another to prevent the spread of illness.

Every0 Td (0 (ur)P)1 (l)6 (ed)10 .9 (:)]TJ 0 Tc 0 Tw/P <</Me(o)10 :

- Maintaining social distancing when directed.
- Washing my hands frequently.
- Staying home if sick or if I have symptoms of COVID-19.
- Looking out for others and encourage their faithful commitment to the pledge.

Volunteer State Community College Mission Statement

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to our constituencies. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural awareness, and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

College Directory

Vol State Employee Directory

How to Check Your Student Email

1. Go to the Vol State webpage (www.volstate.edu) and click on the “My Vol State” shortcut at the top of the screen.
2. First-time users: you must activate/create a password to log into your account.
3. Go to the “Academics” tab and then click the “Student Gmail” link.
4. Click on Student Email

In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Protection Against Improper Disclosure

Certain information about students is protected from public disclosure by federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

Adapted from AAUP Statement of RIGHTS AND FREEEDOMS OF STUDENTS and wording taken from TBR Student Rights and Freedoms Policy.

College Governance

Students participate in the governance of Volunteer State through service on College Standing Committees. The Student Government recommends the appointments of students to College Standing Committees.

Commitment To Diversity

Volunteer State Community College is committed to respecting the rights and understanding the points of view of a/TT0 1 Tf (of)2 le o (of)2 (0 (i)63sP66)12 ( )]TJ -0.07 (Tw 0.27 r)7 (ec)14 (o)-3 (m)60 (i)6

should be submitted in writing to the appropriate office for review. For additional information regarding appeals and or grievances refer to the section on "Student Complaint Procedures" and "Appeal for Grade Change" in the Student Handbook.

Complaints Not Resolved At Volunteer State Community College

Under the Federal Program Integrity rules (34 CFR 600.9 (a)(1)(i)(A)), the Tennessee Board of Regents system office has been designated as the authority to investigate complaints about Volunteer State Community College (VSCC) related to institutional accreditation or violations of State laws. Before a complaint is filed,

Students who have a “B” average for the semester in which they are currently enrolled may, with the permission of the Vice-President for Academic Affairs, schedule a maximum of 22 hours the following semester. Any student desiring to register for a maximum load must obtain approval from the Vice-President for Academic Affairs. Approval must be obtained in this same way each time the student wishes to take more than 18 hours in a semester.

Students who have other commitments such as work, or family obligations are strongly urged to measure their academic load carefully.

Academic Probation

ACADEMIC PROBATION is a conditional status which allows a student the opportunity to continue his/her enrollment, attend classes and return to academic good standing.

A student who fails to meet the criteria for academic progress will be placed on ACADEMIC PROBATION at the end of the semester in which academic progress was not met and for the subsequent 15-week semester of enrollment.

An official notice of probation will be mailed to students placed on ACADEMIC PROBATION ap250 (t)21n4 (t

performance; for this reason, all students are expected to participate in the evaluation. This data is useful for course and faculty improvement and as one component in the reappointment process. Ultimately, student evaluations are essential to the continued growth and success of the campus community.

All course evaluations must be completed online. The evaluation process is as follows:

1. Student course evaluations begin at various times toward the end of the semester. The start date depends on the length of the course to allow for three (3) reminder emails to students. The evaluation period ends one (1) one week prior to the semester end date.
2. Students are contacted via email by a third-party vendor to complete the end-of-course evaluation located in the learning management system (i.e., eLearn). Evaluation completion dates will be contained within the email.
3. Students will have access to their course evaluations 24 hours a day through the end of the survey period. Once the evaluation is submitted students are not allowed to make additional edits.
4. Faculty will be contacted via email by a third-party vendor with information about the process for course evaluations and the dates and percentage of responses for their students. Faculty are highly encouraged to take time in class, whether on-ground or online, to have students conduct the evaluations via a personal or Vol State technology device. Additionally, faculty are asked to send students reminders to complete course evaluations.

After final exams are completed and grades are posted, faculty members will be able to view the student evaluations for each class in the learning management system (i.e., eLearn).

Videoconferencing (Zoom)

If there is an interruption in videoconferencing service (Zoom), it is your responsibility to immediately check the course syllabus and messaging locations used for the course (for example eLearn email, eLearn news items, VSCC email, third-party learning platforms, etc.) for information and instructions. If no information is found there, contact your instructor in a timely manner.

If a student shares a videoconference link/code with another individual and that action results in the videoconference to crash, disciplinary actions may be enforced.

ACADEMIC AFFAIRS

Distributed Education

Ramer Administration Building, Room 140
Phone: 615-230-3665
Email (elearn@volstate.edu)

Distributed Education is the department which oversees online learning at Vol State. We work with faculty to offer online and hybrid courses to assist students who are prevented from attending traditional classes by work, family or other commitments and responsibilities or who prefer learning via

technology. For more information about online education at Vol State, go to the Distributed Education website and talk to your academic advisor.

The Distributed Education department also administers eLearn, Vol State's course management system. For help with eLearn, students should visit the Knowledge Base or contact Distributed Education.

Health Sciences Division

Wallace North Building, Room 102-O
Phone: 615-230-3330
Email (meredith.young@volstate.edu) (For Advising Questions)

Admission to a Health Sciences Program is typically restricted. Additional admission requirements exist. Any student interested in a Health Sciences Program should contact the Health Sciences Division in the Wallace North Building or visit the Health Sciences web page.

Students considering a Health Sciences Program must be ready to devote up to 40 hours per week to their training. This may include evening, nights, and weekend activities.

A significant portion of the instruction in the Health Sciences Programs occurs in clinical facilities that are off campus. This is typically one to five days or nights per week for the duration of the program. Students are responsible for all the costs. These costs include but are not limited to college fees, transportation, uniforms, meals, criminal background checks, immunizations, urine drug screen, titers, and malpractice insurance associated with the clinical rotations.

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An applicant wishing to appeal the admissions decision of a Selection Committee must do so in writing within three days of receiving notification of the Selection Committee's decision. The applicant must write to the Chairperson of the Selection Committee with copies of the letter sent to the Program Director and Dean of the Health Sciences Division. This letter is to include the basis for the appeal. The Chairperson of the Selection Committee will discuss the appeal with the Selection Committee and will respond to the applicant's letter of appeal. Copies of the Committee's written response are to be sent to the Program Director and Dean of the Health Sciences Division.

An Applicant wishing to appeal the above decision of the Selection Committee must do so in writing within three days of receipt of the Committee's response. Such an appeal is to be submitted to the Dean of the Division of Health Sciences in writing with copies sent to the Program Director. The Dean of Health Sciences will render a decision and send it to the applicant in writing within three business days. Copies of this correspondence will be sent to the Program Director and Chairperson of the Selection Committee.

An applicant wishing to appeal the above decision of the Dean of Health Sciences must present such an appeal in writing to the Vice President for Academic Affairs within three days of receipt of the decision. The Vice President will review the appeal and respond in writing within three days. Copies of all correspondence will be sent to the Chairperson of the Selection Committee, Program Director, and Dean of Health Sciences.

The decision of the Vice President for Academic Affairs may be appealed to the President of the College if done so in writing within three days of receiving the Vice President's decision. The President will consider the appeal and render a decision in writing. The decision of the President is final and is not subject to appeal.

Honors Program

Phone: 615-230-3207
Email (abigail.felber@volstate.edu)

The Honors Program offers high academic achievers' opportunities to interact with other students who have similar academic standards, small Honors-only classes to ensure individualized attention, faculty who are caring and supportive, a strong academic program, and an enhanced academic record. It also provides opportunities to enhance regular courses through specialized projects. For additional information, visit the Honors website.

Humanities Division

SRB Humanities Building, Room 208
Phone: 615-230-3200
Email (humanities@volstate.edu)

English and Communication Departments Plagiarism Guidelines
All assignments a student submits for course credit at Volunteer State must be the individual student's

Student Handbook

International Education

Thigpen Library, Room 114
Phone: 615-230-3675
Email (International.Education@volstate.edu)

The International Education Program leads several global academic initiatives at the college.

The goal of the International Education program is to provide Vol State students with a global perspective. It starts in the classroom with new ways of looking at academic subjects. It grows with special international events and speakers on campus and online. It blossoms with study abroad, which allows students to participate in academic travel to countries around the globe. Faculty members are active participants in the endeavor, through academic work, organizing special programs, and in teaching study abroad classes. Ultimately, international education prepares students for active participation in the global village.

Students interested in studying abroad should attend an information session that will detail the programs available for the coming academic year. Meeting notices will be posted on the study abroad student information webpage. Students are also encouraged to visit the Tennessee Consortium for International Studies (TnCIS) website for details and advice.

Learning Commons

The Learning Commons offers free tutoring to Vol State students in many subject areas, particularly in reading, writing, math, and science. The Learning Commons hosts learning support math courses, offers writing assistance, provides academic coaching, and assists with eLearn for online class materials.

Many courses in the Division have class participation requirements that state very clearly how class participation will impact the student's grade in the course. Students are expected to enroll only in courses that they can attend routinely.

A student who postpones enrollment in science and math classes until the last two semesters before GRADUATION may find it necessary to spend one or more additional semesters in completing the math and science requirements, thus postponing graduation.

Ordinarily, missing a final exam without prior approval will result in an "F" for the course. However, in the case of extreme circumstances beyond the student's control, with the approval of the instructor and Division Dean, a student who misses the final examination may be given an "incomplete". An incomplete or "I" left unfinished will be automatically converted to an "F".

Social Science and Education Division

Caudill Hall 222
Phone: 615-230-3231
Email (amanda.foster@volstate.edu) (For Advising Questions)

The “on-duty” operator at WVCP oversees the facility during any time when no member of the station’s management team is present. The “on-duty” operator is responsible for the behavior of all persons in

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faculty advisor, Advisor/Counselor, or Completion Advisor. The Office of Advising also screens all transfer and transient students to be sure that required Learning Support assessment occurs and then modifies computer screens to allow enrollment. Students should make an appointment to meet with their assigned advisor every semester before registering. An advisor can:

- Provide general information about the College and its programs
- Explain placement assessment results
- Guide students through the registration process
- Assist with creating a class schedule
- Help students clarify their academic and/or career goals
- Provide students with specific information regarding transfer of courses to other colleges and universities
- Assist in explaining an unofficial audit of degree requirements

The Office of Advising serves students both on and off campus. The normal operating hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. There are times during the year, however, when The Advising Center is open extended hours. Please check the website for current information related to the extended hours schedule.

Students can walk into the Office of Advising to make an appointment or call (615) 230-3702. Assistance and information may also be requested by FAX at (615) 230-3692 or by e-mail.

The Office of Advising is also responsible for making all advisor assignments. If students would like to be assigned to a new advisor, they should make that request by contacting the Office of Advising.

Academic and Career Counseling - Academic counseling consists of assisting students with curriculum choice, educational planning, and accomplishment of academic goals. Advisor/Counselors and Completion Advisors use necessary intervention strategies to assist students in overcoming difficulties that would hinder performance. Academic counseling guides students through an exploration of career and academic choices, assists with establishing life goals, and in developing personal plans to achieve educational goals.

Advisor/Counselors and Completion Advisors provide academic counseling for students who are having difficulty with their courses. While many students are referred to the Office of Advising by their instructors, Advisor/Counselors and Completion Advisors will assist any student who needs academic counseling. Students may speak with an Advisor/Counselor or Completion Advisor either by appointment or on a walk-in basis.

The Office of Advising can also assist students who need career counseling. Students will meet with an Advisor/Counselor or Completion Advisor who can assist with the development of a plan to

determine what career path is best suited for them. After meeting with an Advisor/Counselor or Completion Advisor, students can make an appointment to take a career assessment in the Testing

Testing

Recuro Health (Tele-Mental Heath Services)

wellness@volstate.edu

Vol State is excited to announce Tele-Mental Health Services exclusively for our students.

What are Tele- Mental Health Services?

Tele-Mental Health services offer our students the opportunity to access confidential counseling sessions virtually, on your own time.

period. This shall include any period following admission and/or registration, but preceding the start of classes for any academic period, following the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under su

- occurs in connection with any VSCC activity, including but not limited to, international, distance, online, or remote learning programs, athletics events, and other extracurricular activities, clinical, internship, practicum, and similar activities;
- occurs while using VSCC resources, such as

excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;

Obstruction of or Interference with VSCC activities or facilities

Any intentional interference with or obstruction of any VSCC program, event, or facility including but not limited to the following:

- Any unauthorized occupancy of facilities owned or controlled by VSCC or blockage of access to or from such facilities;
- Interference with the right of any VSCC member or other authorized person to gain access to any activity, program, event, or facilities sponsored or controlled by VSCC;
- Any obstruction or delay of a security officer, public safety officer, police officer, firefighter, EMT, or any official of VSCC, or failure to comply with any emergency directive issued by such person in the performance of their duty;
- Participation in a demonstration that substantially impedes VSCC operations;
- Obstruction of the free flow of pedestrian or vehicular traffic on property owned, leased, or controlled by VSCC or at a VSCC activity.

Misuse of or Damage to Property

Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to VSCC or a member of the VSCC community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;

Theft, Misappropriation, or Unauthorized Sale of Property

Misuse of Documents or Identification Cards

Any forgery, alteration of or unauthorized use of VSCC documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the VSCC;

Weapons

Possessing, carrying, using, storing, or manufacturing any weapon on VSCC property or in connection with a VSCC activity, unless federal or state law provides a student with an affirmative right to possess or carry a weapon on VSCC controlled property or in connection with an institution-affiliated activity. (Refer to Guidance on Firearms on Campus, Exhibit #1);

Explosives, Fireworks, Flammable, and Hazardous Materials

The unauthorized possession, ignition or detonation of any object or article that represents a potential danger to the VSCC community, including, but not limited to, explosives, fireworks, flammable materials, ammunition, hazardous liquids, chemicals, or hazardous materials;

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use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco;

Maintenance of Ethical and Professional Standards

Failure to maintain the high ethical and professional standards of the various disciplines of the health professions may subject a student to suspension from a program, dismissal from a program, or other appropriate remedial action.

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- Not responded to an institutional official's request for a meeting or hearing; or
- Been suspended or expelled.

A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary hearing.

VSCC will not confer a degree or credential when a student record has been placed on hold, or when a student has a pending disciplinary meeting and/or disciplinary proceeding.

Except for cases involving Academic Misconduct, VSCC will not revoke a degree or credential based on conduct occurring while a person was a student, but not discovered until after the awarding of a degree or credential.

Classroom and Academic Misconduct

Classroom Misconduct

- The instructor has the primary responsibility for maintenance of academic integrity and controlling class (which for this policy includes any remote class and/or offsite class such as a clinic site or other non-traditional class environment) behavior and responding to disruptive conduct.
- The instructor may order the temporary removal or exclusion from the class of any student engaged in disruptive conduct or other conduct that violates this policy for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be affected only through appropriate procedures guided by the Vice President for Student Services (VPSS).

Academic Misconduct

- Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in

from the student unless the Vice President determines that an in-person meeting with the student and/or other persons will assist in reaching a proper determination.

- The Vice President for Academic Affairs will issue a written decision on the appeal within five

Warning

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the time the parties are advised of the determination and upon the resolution of any request to reconsider or appeal.

Students and student organizations subject to any disciplinary sanction are entitled to a due process hearing in accordance with this policy and standards established by the constitutions of the State of Tennessee and the United States unless that right is waived after receiving written notice of the available procedures.

All proceedings under this policy will be held in closed session and will not be open to the public. Formal rules of evidence shall not be applicable. The committee chair may exclude evidence which in their judgment is immaterial, irrelevant, or unduly repetitious.

Written notice to a student or student organization is accomplished either by handing a copy to the student; sending documents via email to the student's or student organization's VSCC email account; email account of record on file with VSCC; or by sending a copy via certified mail, registered mail, return receipt requested mail, or a nationally recognized delivery service that tracks delivery to the student's residence of record or the student organization's address of record.

Initiation of Charges

- VSCC may initiate the disciplinary process based on written allegations received from any source, including any member of the college community. Complaints should be directed to the Vice President for Student Services, except those complaints relating to discrimination, harassment, and retaliation should be referred to VSCC's EEO/Title IX Officer so that such complaints can be handled in accordance with VSCC's and TBR policy and procedures. VSCC may also initiate disciplinary procedures without written allegations if it becomes aware of potential violations of these rules through other means.

- When the allegations, if proven, may warrant the imposition of a disciplinary sanction, VSCC shall inform the student of the allegations and proceed to gather information concerning the matter, including, but not limited to, interviewing relevant witnesses, and reviewing relevant documents and evidence. Students who may be the subject of disciplinary sanctions will be provided the minimum due process protections identified in this policy.

- After reviewing the evidence, the administrator with responsibility for the matter shall decide whether sufficient evidence exists to charge the student, and if so, the appropriate disciplinary sanction(s). Notice of the charges and disciplinary sanction(s), if any, shall be provided in writing to the student. If there is insufficient evidence to continue the disciplinary process, the matter will be closed, and written notice will be provided to the student.

Minimum Due Process Protections. VSCC shall provide the following minimum procedural due process protection components in disciplinary matters:

- The student shall be advised, in writing, of the breach of the policy provision(s) of which he or she is charged;

seven (7) calendar days' notice. A student will be notified of the due process protections provided for in these rules.

- The Discipline Committee will conduct the hearing, consider the relevant evidence presented, and decide based on a simple majority vote. The committee can either uphold, overturn, or lessen the disciplinary finding and/or sanction. The results of the decision will be conveyed to the student in writing, through the Vice President for Student Services or designee within ten (10) business days of the hearing.
- If the Discipline Committee upholds or lessens the disciplinary finding and/or sanction, the student may appeal in writing to the Vice President for Student Services within five (5) business days following receipt of the decision of the committee.
- The appeal to the Vice President for Student Services will be determined based on the record from the Discipline Committee hearing together with any written/document submission from the student, unless the Vice President determines that an in-person meeting with the student and/or other persons will assist in reaching a proper determination.
- The Vice President for Student Services will issue a written decision on the appeal within five (5) business days.
- If the Vice President for Student Services upholds the committee's decision, the student may then appeal to the President within five (5) business days following receipt of the decision by the Vicon, ton6 (c)4(o)10 (m)7 (mt)2at (or)r2 (ud)9.19 (ent)2 ( )10 (S)1 (er) (i)6 (t)2 (

Parking Regulations

The inability to locate a legal parking space in an approved parking area on campus does not justify improper parking unless approved by the Chief of Campus Police or designee.

Parking violations include but are not limited to:

- Parking along curbs
- Parking in driveways and intersections
- Parking on grass or lawns
- Parking in roadways
- Parking on sidewalks
- Parking across painted lines in such a way as to take up more than one designated parking space
- Parking which obstructs traffic as in double parking
- Parking in a fire lane
- Parking within fifteen (15) feet of a fire hydrant
- Improper or no display of parking decal
- Blocking access to trash dumpsters or recycle containers
- Use of college parking facilities for purposes other than its designated use

Students will not park in “Visitor” parking spaces during regular business hours. *Parking is allowed in “visitor” and “staff” after 5:00 pm Monday through Friday and all day on Saturday. All campus sites are closed on Sundays and officially recognized holidays/administrative days. Designated Hours of Campus Operation and Priority Campus Access Policy .

"Accessible" parking is

Traffic Regulations

Traffic Regulations include but are not limited to:

- Speed limit on campus is 20 mph.
- All vehicles shall come to a complete stop at stop signs and crosswalks.
- Driving vehicles on the grass is prohibited. Exception – VSCC service vehicles including trucks, cars and gasoline powered utility vehicles.

Traffic Violations

Traffic Violations include but are not limited to:

- Failure to obey stop sign or traffic signal.
- Failure to yield to pedestrians at crosswalk.
- Speeding (exceeding maximum speed limit).
- Failure to yield right-of-way.
- Operating or riding a motorcycle without protective headgear.
- Failure to obey the lawful direction of an officer.
- Failure to yield to an emergency vehicle.

Criminal Traffic Violations

Criminal Traffic Violations include but are not limited to the following and are subject to arrest:

- Reckless driving
- Driving while intoxicated
- Leaving the scene of an accident with injury
- Leaving the scene of an accident with property damage
- Racing or drag racing with motor vehicle
- Passing a school bus (loading or unloading)
- Operating a vehicle with a revoked or suspended license

*State citations require a court appearance in the county/city where the citation was issued (i.e., Highland Crest – Robertson County, Main Campus – Sumner County, Livingston – Overton County, Cookeville Higher Education Campus – Putnam County).

Fines/Penalties

Citations, Penalties & Fines

Fines for traffic and parking violations are $25 each. The fine for accessible parking violations is established by statute and will be adjusted to comply with state law.

Citations are to be paid through the Business Office at the appropriate campus site within 14 business days of issuance.

Penalties for non-payment: Registration for the subsequent semester will be blocked until all fines are paid. Transcripts will not be released until all fines are paid.

A student who receives three (3) or more citations during a semester (regardless of whether the citations have been paid) may be charged under the student code of conduct and appropriate disciplinary action taken which may include the suspension of parking/driving privileges on campus for the remainder of the semester. The student will have ten (10) business days to appeal the suspension of driving/parking privileges to the Student Traffic Appeals Committee. In the absence of an appeal, the suspension will go into effect and subsequently the vehicle may be towed if found on campus.

Operation of a vehicle in such a manner to show complete disregard for the rights and safety of other members of the College community may cause immediate suspension of driving/parking privileges or other disciplinary action.

Any student who alters or attempts to alter a traffic citation will be subject to disciplinary action.

Towing/Impoundment of Vehicles

Volunteer State Community College reserves the right to remove any vehicle by towing that is in violation of this policy. The owner/driver will be responsible for any costs or charges incurred for towing, the removal, impounding or storage of towed vehicles.

Violations, which may result in towing of vehicles, include but are not limited to the following:

Unauthorized vehicles parked in spaces designated “accessible”.

Parking in “no parking” or restricted areas.

A car parked in such a manner to block a driveway or roadway, block a service entrance, create a hazard to the safety of the public, or impede construction and/or maintenance requirements.

Display of a counterfeit, altered, transferred or otherwise fraudulent parking decal, or a decal obtained by an applicant giving false information on the application.

Operation of any vehicle used as an instrument in a crime or suspected of being stolen.

Abandoned Vehicle – Any motor vehicle left unattended longer than five (5) business days without notifying Campus Police, will be considered abandoned. All efforts will be made by Campus Police to notify the owner.

Citation Appeals

Students who choose to file an appeal must do so within fourteen (14) business days from the date of the citation. Citation appeal forms are to be completed online and can be found on the VSCC Campus Police Department website. Failure to file an appeal within fourteen (14) business days from the date of the citation will constitute a waiver of the right to appeal.

The student may submit any pertinent evidence to support the appeal (i.e., Photographs, eyewitnesses, proof of parking decal and/or hardship, etc.). Reviewers reserve the right to request additional information before a decision is rendered.

Student Traffic Appeals

The Student Traffic Appeals Committee is a Student Government Association (SGA) committee charged to hear student traffic appeals and is comprised of the SGA Judicial Committee and the SGA Attorney General, as defined in the Student Government Association Constitution. A student who chooses to appeal a citation may appear before the SGA Judicial Committee and SGA Attorney General, present testimony, and related documents to support their appeal and answer any questions from the committee members.

The Student Traffic Appeals Committee shall:

- Have at least four (4) members of the committee present to hear appeals.
- Conduct hearings on an as needed basis. The appellant will be notified of hearing time and date two (2) weeks prior to hearing. The appellant may request to waive the two (2) dat3 9( )] (h)9.9 (e

CAMPUS SAFETY

Campus Police Department Mission Statement

The mission of the Volunteer State Community College Campus Police Department is to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility, and fulfill our community commitments. We encourage and seek diversity in our workforce, which permits us to grow and respect each person as an individual. We are committed to community-oriented policing whereas campus police and community mobilize to address a wide-range of incidents, crimes, and emergency crises as well as the conditions that cause such events and effect daily operations in addition to the quality of life. We are committed to addressing alcohol and drug prevention along with other social problems that would disrupt the enhancement of campus life, as we strive for a safe, secure, healthy, and clean environment.

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trend develops, the campus population will be alerted to ensure we maintain a well-informed campus environment. If you are the victim of a crime occurring off campus, contact the law enforcement agency within the jurisdiction of where the incident occurred. Please remember that your safety is of the utmost importance. When in a situation that threatens physical harm to yourself or another, ask someone for help or contact the police. By reporting a crime that you are a victim of or a witness to, you will know that you have done your part in making the community a safer one in which to live and work.

Safety Tips

Know and follow college safety and security policies. These were created out of a concern for your welfare and consideration for the rights of others. Please report any suspicious or criminal activity to campus police or a campus official immediately.

When walking or jogging:

- x

Protect personal and College property:

- x

$4,000,000 per individual; supervised release; or any combination of the three. These sanctions are doubled when the offense involves either; 1) distribution or possession at or near a school or college campus; or 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty in an amount not to exceed $10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law.

Health Risks Associated with the Use of Illicit Drugs and/or Abuse of Alcohol:

Every drug, including alcohol, is a potential poison, which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts, or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug’s chemical composition and whether it is fat- Th s ( )]Te eody ldeay ao tody l deacaspn

- Specified Educational/Counseling Program
- Apology
- Fines
- Restriction
- Probation
- Suspension
- Expulsion
- Revocation of Admission, Degree or Credential
- Interim Suspension
- Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

Questions Regarding the Use of Illicit Drugs and/or the Abuse of Alcohol:

If you have any questions regarding the use of illicit drugs and/or the abuse of alcohol or desire additional information, please contact the Chief of Campus Police at 615-230-3595. The Campus Police Department is in the Wood Campus Center, Room 105.

Immediate Emergency Notification

The Volunteer State Community College Campus Police Department in coordination with the Office of Public Relations is responsible for issuing immediate emergency notifications. An immediate emergency notification are messages sent using the following methods: primarily by email, text alerts, and public announcement. Supplemental methods are social media and the College website. Emergency notifications are provided to keep the campus community informed about any significant emergency or dangerous situations occurring on campus involving an immediate threat to the health or safety of students, employees, and guests. The decision to issue an emergency notification shall be decided based on the confirmation that a dangerous situation or emergency exists or threatens the campus in compliance with the Clery Act and considering all available facts. The college will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing an emergency notification will, in professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

A significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students, employees, and guests can be, but is not limited to incidents such as: an active shooter on campus, a hostage situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, structural damage to the facility, a biological threat, significant flooding, a gas leak, hazardous materials spill, etc. Reference Immediate Emergency Notification

person may skateboard, roller skate, use roller blades, electronic skateboards including self-balancing boards/scooters or any similar wheeled device in any college building, on sidewalks, roadways, parking areas or on college property. Devices used by individuals with mobility issues for the purpose

kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

If a victim chooses to report an incident of sexual misconduct to an employee of Volunteer State Community College, the employee may be obligated to report such matters to the College's Title IX Coordinator. If a victim instead wishes to report an incident of sexual misconduct in a confidential manner, a list of available community resources may be obtained from the Advising Center or by calling 615-230-3702.

If the victim chooses to report the incident in a confidential manner, the College may be unable to investigate the matter or pursue disciplinary action against the alleged offender.

Filing an Institutional Complaint

Reports and complaints of all sexual misconduct should be made to the Title IX Coordinator so that the institution can respond appropriately. A report of sexual misconduct can be made at any time, including during non-business hours, by contacting the Title IX Coordinator:

Lori Cutrell, Senior Director of Human Resources
615-230-4834
Email (titleixcoordinator@volstate.edu)
1480 Nashville Pike
Gallatin, TN 37066-3188

Although reports and complaints of sexual misconduct may be made at any time, reports should be made as soon as possible so that the institution is best able to address the allegation.
After receiving a report of potential Sexual Misconduct, whether the report is a Formal Complaint, the Title IX Coordinator will contact the Complainant to discuss the availability of Interim/Supportive Measures, inform the Complainant of their availability, and consider the Complainant's wishes with respect to potential Interim/Supportive Measures.

The Title IX Coordinator will also explain the process for filing a Formal Complaint. A Complainant who wants the College to investigate and act in accordance with the Sexual Misconduct policy must file a Formal Complaint alleging sexual misconduct.

Victims of sexual misconduct are strongly encouraged to report the incident to law enforcement in addition to making an institutional report. Law enforcement will conduct a separate, independent investigation. To report sexual misconduct to law enforcement, you may contact Campus Police at 615-230- 3595.

Additional Campus and Community Resources are posted on the College's website:
https://www.volstate.edu/sites/default/files/documents/human-resources/Campus_Community_Resources_for_Victims_of_Sexual_Misconduct.pdf

Policies Related To Discrimination and Sexual Misconduct

General Prohibition against Discrimination, Harassment and Sexual Misconduct Policy
All students and employees are subject to this policy. Any faculty member, student or staff found to

have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include expulsion, termination, or other appropriate sanction.

Sex Discrimination, Sexual Harassment or Sexual Misconduct Policy

It is the intent of Volunteer State Community College that the institution shall fully comply with Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46, and Appendix A to Subpart D of Part 668; and Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 86. The policies in this area are adopted to address such compliance.

Sex Discrimination and Sexual Harassment Policy

It is the policy of Volunteer State Community College that, pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, and Title VII of the Civil Rights Act of 1964 as amended, no institution shall discriminate on the basis of sex in the education programs or activities of the institution, including health-related training programs or in the terms and benefits affecting employment.

Discrimination and Harassment Policy

The purpose of this policy is to supplement TBR Policies (Equal Employment Opportunity and Affirmative Action, Sex Discrimination, Sexual Harassment or Sexual Misconduct, Sex Discrimination and Sexual Harassment and Sexual Misconduct and

prevention, victim assistance services, and other material. The report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher

the student to the college will generally be reviewed by appropriate administrative personnel on a case-by-case basis.

Timely Warning Notification

The VSCC Campus Police Department in coordination with the Office of Public Relations is responsible for issuing timely warnings. Timely warnings are messages sent using the following methods: primarily by email, text alerts, and public announcement. Supplemental methods are social media and the College website. These warnings are provided to keep the campus community informed about safety and security matters to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act and considering all available facts. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or a continuing threat to campus community and the possible risk of compromising law enforcement efforts. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Incidents That May Warrant A Timely Warning

A timely warning will be issued for incidents or circumstances that may pose a serious or continuing threat to the campus community that occurs within our campus geography that has been:

Reported to the college, Campus Police, a CSA, or local law enforcement; and

Considered by the college to represent a serious or continuing threat to students, employees, and guests.

Timely warnings are not limited to incidents of violent crimes or crimes against persons. Incidents will be evaluated on a case-by-case basis to determine if there is a serious or continuing threat to the campus community. Law enforcement efforts will be taken into consideration and as a result some investigative information will

Dating Violence, Domestic Violence, Sexual Assaulta

- Use the restroom;
- Change clothes;
- Comb hair;
- Clean up the crime scene; or
- Move anything the offender may have touched

x Even if the victim has not yet decided to report the crime, receiving a forensic medical exam, and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence later.

x Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to investigation.

Reporting Sexual Misconduct

The College encourages victims of sexual violence or misconduct to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. In addition to sexual assault, the College includes domestic violence, dating violence, and stalking as incidents involving sexual violence or misconduct. Those terms are defined at VSCC Policy on Sexual Misconduct.

Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

Reporting Confidentially

If a victim chooses to report an incident of sexual misconduct to an employee of Volunteer State Community College, the College will initiate and pursue an investigation of the incident. If a victim instead wishes to report an incident of sexual misconduct in a confidential manner, a list of available community resources may be obtained from the Advising Center or by calling 615-230-3702. If the victim chooses to report the incident in a confidential manner, the College may be unable to investigate the matter or pursue disciplinary action against the alleged offender.

Investigation Procedures a nd Individual's Rights

All proceedings will include a prompt, fair and impartial investigation, and result. The College will provide the alleged offender and victim equitable rights during the investigative process. Mediation between the victim and alleged offender will never be considered an appropriate resolution in sexual misconduct cases.

Once the incident report is received, the investigator shall notify the victim in writing of his/her rights and request a meeting. The investigator shall also notify the alleged offender in writing of the complaint and his/her rights and schedule a meeting. The investigator shall notify the victim, alleged offender, and all individuals interviewed during the investigation that retaliation is strictly prohibited and

Inclement Weather

Students can also monitor the primary Vol State Facebook page.

For delays and cancelations, the college does send notices to the Nashville TV stations. However, TV stations should be a last resort where you will try to find college closing or delayed start times. It sometimes takes an hour for the Vol State listings to come up on the screen due to the number of closings. The times the TV stations give us to choose from often do not match ou

Student Complaint Procedures Not Related to Discrimination/Harassment

All complaints under this heading should be filed within seven (7) business days following the incident.

Student complaint against a faculty member:

- In the case of a student complaint against a faculty member involving a classroom experience, the student will be directed to speak with the faculty member.
- If the complaint is not resolved with the faculty member, then the student should speak with the Department Chair or Division Dean in absence of the Chair.
- If further resolution is required, then a formal written complaint must be submitted to the Vice President for Student Services or designee. The Vice President for Student Services or designee will work with all parties to bring resolution to the complaint. Matters involving academic misconduct will be adjudicated utilizing processes found in Student Conduct and Discipline Policy.

Student complaint against non -faculty employees:

- In the case of a student complaint against a non-faculty employee, the student will be directed to speak with the Vice President for Student Services or designee.
- The Vice President for Student Services or designee will speak with the non-faculty employee's direct supervisor or appropriate Vice President. The direct supervisor or appropriate Vice President should work with the non-faculty employee to resolve the issue.
- If further resolution is required, then a formal written complaint must be submitted by the student to the Vice President for Student Services or designee.
- If necessary, the Vice President for Student Services or designee may contact the Office of Human Resources and together investigate the complaint to resolve the issue.

Student complaint against another student:

- In the case of a student complaint against another student the student will be directed to speak with the Vice President for Student Services or designee.
- The Vice President for Student Services or designee with assistance, if applicable, from other College personnel, will investigate the complaint to resolve the issue.

All other complaints against the College:

- In the case of a complaint against the College, the student will be directed to speak with the Vice President for Student Services or designee.

- The Vice President for Student Services or designee with assistance, if applicable, from other College personnel, will speak with the student and all parties involved to bring resolution to the complaint.

If a resolution is reached to any of the complaints outlined above, no further action will be required. If a resolution is not reached through a preliminary investigation the institutional hearing procedures outlined in Student Conduct and Discipline Policy must be followed.

Records of general student complaints will be kept on file in the Office of the Vice President for Student Services.

Complaints Related to Accreditation and Violation of Applicable State Laws

Under the Federal Program Integrity rules (34 CFR 600.9 (a)(1)(i)(A)), the Tennessee Board of Regents' system office has been designated as the authority to investigate complaints concerning Volunteer State Community College (VSCC) related to institutional accreditation or violations of State laws. Before a complaint is filed the student or prospective student must attempt to resolve the matter with VSCC. If the matter cannot be resolved, a complaint may be filed with the Tennessee Board of Regents at 1 Bridgestone Park, Nashville, TN 37214.

Privacy Rights Of Students and Confidentiality Of Student Records

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. They are:

The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosers of personally identifiable information contained in the student's educational records, except to the extent that FERP A authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to a school A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his/her tasks. A school official is a person employed by the College in an administrative,omole,osty, aca1deher-ssoend(ni)6 (s

Regarding use on multiple machines, Volunteer State students shall use the software only in accordance with the licensed agreement.

Volunteer State students and employees learning of any misuse of software or related documentation within the institution shall notify the Director of Information Technology.

Volunteer State students making, acquiring, or using unauthorized copies of computer software will be disciplined as appropriate under the circumstances.

According to the U.S. Copyright laws, illegal reproduction of software may be subject to civil damage of $50,000 or more and criminal penalties including fines and imprisonment.

Intellectual Property Rights

Intellectual Property Rights Policy

It is the policy of Volunteer State Community College to:

- Encourage inventions and the production of copyrightable works;
- Facilitate the utilization of such inventions and works to the benefit of the public, the College, and the members of the College community (employees and students); and
- Provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to this policy, the College is determined to have an interest.

The policy is intended to protect the interest of all concerned parties: The College, members of the College community, external sponsors of research, and the public.

“Intellectual property” means inventions and creative works and the “Author” is the person or persons responsible for the creation of a copyrightable work with the “Inventor” being the person or persons responsible for the conception of an idea or ideas leading to an invention. This policy applies to all persons employed (full-time, part-time, and temporary employees) by Volunteer State Community College, to students enrolled at VSCC, and to other persons using the College facilities and resources. To obtain a detailed explanation of ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property please review carefully VSCC Policy V:01:06. If there are further questions after review, please contact the Vice President for Business & Finance.

Tobacco and Smoke Free Campus

cigarettes) is prohibited in all college buildings, grounds, and any buildings owned, leased, or rented by Volunteer State Community College, as well as all state- and privately